

(FOR THE CANDIDATES ADMITTED

SUBJECT CODE

25 UEC 102

DURING THE ACADEMIC YEAR 2025-26 ONLY)

REG.NO.

N.G.M.COLLEGE (AUTONOMOUS) : POLLACHI

END-OF-SEMESTER EXAMINATIONS : NOVEMBER – 2025

B.Com.-E.COMMERCE

MAXIMUM MARKS: 75

I SEMESTER

TIME : 3 HOURS

PART – III

BUSINESS APPLICATION SOFTWARE

SECTION – A

(10 X 1 = 10 MARKS)

ANSWER THE FOLLOWING QUESTIONS.

(K1)

1. Which of the following allows you to manage files and folders in Windows?
a) Control Panel b) File Explorer c) Paint d) Task Manager
2. How do you create text in multiple columns in MS Word?
a) Use the Table option b) Use the Columns option in the Layout tab
c) Use Indents d) Use the Split option
3. Each cell in Excel is identified by its _____
a) Row number b) Column letter c) Cell reference (column + row) d) Name box
4. Which of the following is used to store data in Access?
a) Query b) Form c) Table d) Report
5. Which key starts the slide show from the beginning?
a) F5 b) F1 c) F8 d) Esc

ANSWER THE FOLLOWING IN ONE (OR) TWO SENTENCES

(K2)

6. Define a computer system.
7. Interpret tabs in MS Word.
8. Explain how to edit a cell in Excel.
9. Differentiate between a form and a report in Access.
10. Illustrate how to run a slide show.

SECTION – B

(5 X 5 = 25 MARKS)

ANSWER EITHER (a) OR (b) IN EACH OF THE FOLLOWING QUESTIONS.

(K3)

11. a) Explain the purpose of an operating system like Windows.

(OR)

- b) Apply the formatting tools to bold and center a title in MS Word.

(CONTD 2)

12. a) Describe the process of inserting a table in a document.
(OR)
b) List the miscellaneous features available in MS Word for document enhancement.
13. a) List the steps to print a worksheet.
(OR)
b) Sketch a sample layout of a formatted grade sheet in Excel.
14. a) Show how to create a one-to-many relationship between tables.
(OR)
b) Describe how to build a form using the Form Wizard.
15. a) Apply animation effects to text in a slide.
(OR)
b) Sketch a layout of a basic PowerPoint presentation.

SECTION – C

(5 X 8 = 40 MARKS)

ANSWER EITHER (a) OR (b) IN EACH OF THE FOLLOWING QUESTIONS.

(K4 (Or) K5)

16. a) Compare manual proofreading with automatic grammar check in Word.
(OR)
b) Classify the types of paragraph alignments and their use of cases.
17. a) Analyze the impact of using graphics in Word documents.
(OR)
b) Evaluate the use of Mail Merge in communication tasks.
18. a) Classify Excel functions into categories.
(OR)
b) Formulate a plan to create a monthly expense tracker.
19. a) Outline the steps to generate a printable report from a table.
(OR)
b) Summarize the steps to design a complete database system in MS Access.
20. a) Justify the use of animation and sound in presentations.
(OR)
b) Construct a professional presentation plan for a product launch.